



## King County

**COURT PROTECTION DEPUTY (SAII)**  
**KING COUNTY SHERIFF'S OFFICE**  
**Hourly Salary Range: \$20.85 to \$22.93 (2005 Rates)**  
**Job Announcement: 06LW5851**  
**OPEN: 3/13/06      CLOSE: Open Continuous**

**WHO MAY APPLY:** This Civil Service position is open to the general public with the necessary qualifications.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Human Resources Division, 500 Fourth Avenue, Room 450, Seattle, WA 98104**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** Submit the following: [King County Application Form](#), Applicant Data Sheet, Self-Screening Background Questionnaire, and a structured resume.

**WORK LOCATION:** Various King County buildings; i.e. downtown Seattle (KC Courthouse, Department of Youth Services, Harborview, VA office...) and Kent (Regional Justice Center).

**WORK SCHEDULE:** The Court Protection Unit provides coverage generally M-F between the hours of 0545 and 1815, there is an occasional week-end, but the typical workweek is 40 hours, and the position is overtime eligible.

**PRIMARY JOB DUTIES INCLUDE:** As uniformed and armed King County Sheriff Court Deputies with limited police commissions;

1. Observe courtroom proceedings and intervene to prevent escalation of problem situations, using human relations skills where possible, and restraint if necessary.
2. Respond to all types of calls for assistance in an assigned facility.
3. Provide security to judges, commissioners and staff.
4. Supervise walk-through or hand-held security scanning and hand searches at various building sites or courtrooms; and confiscate illegal items or refuse entry when warranted.
5. Monitor, assist and oversee Security Screeners to ensure that screening of the public is done in a professional and proficient manner.
6. Patrol courtrooms, buildings and other areas to discourage unacceptable and unlawful behavior in and around assigned areas.
7. Remove, restrain or physically arrest individuals who may be loitering or disturbing the peace, or who have no lawful business to conduct in the building or surrounding areas. **Use of force may be required.**
8. Write reports, serve warrants of arrest, enforce applicable laws and book individuals into jail.
9. Respond to fire and duress alarms, bomb threats and other safety concerns; and assist with building evacuations.
10. Provide information, direction and assistance to the public at assigned facility.
11. Provide safety escorts and assist other law enforcement agencies as needed.

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KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

## QUALIFICATIONS:

- Must have graduated from a certified law enforcement academy that meets or exceeds Washington State standards, and currently have, or be able to obtain a valid Washington State certificate. For those who attended an academy outside the state of Washington, you must provide a copy of your certificate and the academy curriculum. Any other law enforcement experience will be considered on a case by case basis.
- At least 2 years work experience as a full time commissioned police officer (less than a 2 year break in service) **OR**
- Must have 4 years of continuous experience as an **active** reserve police officer with qualification standards and work duties similar to the King County Sheriff's Office. (less than a 2 year break in service)
- Candidates must demonstrate good verbal skills and obvious experience defusing interpersonal conflicts and maintaining orderly conduct in public group situations.
- Must be able to qualify with a KCSO-issued firearm at least twice a year.
- Must be physically able to restrain combatants, make arrests, use appropriate amount of force
- Must be able to quickly climb a flight of stairs or steep incline to provide assistance at various locations
- Must be trained and able to provide aid to the injured .
- Must have a valid Washington Driver's license by date of hire and be able to travel to various King County (Seattle and Kent) work locations in a timely manner.

## KNOWLEDGE AND EXPERIENCE IN THE FOLLOWING AREAS.

- Basic computer skills preferred
- Ability to interact effectively and empathetically with a wide diversity of people
- Ability to take the initiative, analyze and solve problems
- Ability to deal constructively with stress
- Ability to apply laws and policies to ambiguous situations
- Ability to exercise independent discretion using good, sound judgment
- Ability to be confident in approaching, taking control of and resolving situations

**NECESSARY SPECIAL REQUIREMENTS:** Per RCW 41.14.100, "An applicant for a position under Civil Service must be a United States citizen who can read and write the English language fluently."

Must have a valid Washington State Driver's License by date of hire.

All applicants must complete an extensive background investigation, including a polygraph examination, criminal history checks, psychological evaluation and a medical (see vision standards below)\*

Expected to maintain a level of physical and mental fitness so as to protect and serve the community throughout their career. Occasional lifting required.

### \* Vision Standards:

- *Must have normal color vision (based on the Ishihara standard range of normal color vision, as determined at the medical exam*
- *Uncorrected vision of 20/100 or better, correctable to 20/30 with the use of glasses, hard contact lenses, or soft lenses you have worn for less than one year* **OR**
- *Corrected vision of 20/30 or better with soft contact lenses you have worn for at least one year (in this case there is no uncorrected vision standard)* **OR**
- *Uncorrected vision is 20/30 or better*

**SPECIAL NOTE:** If you are a LEOFF I or LEOFF II RETIREE it may be possible to draw your LEOFF benefits while employed in this position. The KCSO Court Deputies pay into the WA State Public Employees Retirement System (PERS). Call the Washington State Department of Retirement Systems (DRS) for clarification. If you are a PERS I or II retiree you may be able to work a number of hours and still receive your retirement benefits, but you should check with the DRS.

**UNION MEMBERSHIP:** Positions in this classification are represented by King County Court Protection Guild.

**CLASS CODE: 7422**

## **COURT PROTECTION DEPUTY SELECTION PROCESS**

1. Applicants must submit the King County Application Form, Applicant Data Sheet, Self-Screening Questionnaire, and your personal resume to the King County Human Resources Division by 4:30p.m. on the due date: 3/31/06 for April test, 6/30/06 for July Test, 9/30/06 for October test and 12/31/06 for January, 2007 test.
2. Applicants meeting the basic qualifications will be further screened based on the ability to follow instructions, and the clarity, completeness, and content of their resume.
3. All applicants will be notified, in writing, approximately 6-8 weeks from the filing deadline. Those who qualify initially will be scheduled for the next step in the process, the written test, the physical ability and the oral board interview.
4. This recruitment will create a list of competitive candidates to fill the vacancy of Court Deputy.

### **RESUME INSTRUCTIONS**

To develop a resume that includes the information we need to evaluate your previous law enforcement experience, please follow the outline below, answering the specific questions asked. It is critical that you are thorough and honest in your development of this resume.

- I. Academy**
  - A. State the name and location of the Academy from which you graduated, whether it was a basic law enforcement academy, or a reserve academy and which agency or state ran the Academy.
  - B. State the dates you attended the Academy training.
  - C. State the number of hours of training you successfully completed, and if out of state, attach a copy of the curriculum.
- II. Agency**
  - A. Name of agency(ies) you worked for
  - B. Names and phone numbers of supervisors.
  - C. Dates of employment/service with this agency, beginning and ending dates
  - D. Probation dates and whether you successfully completed probation
  - E. Number of employees
- III. Experience** – basic police skills are required so it is important that we evaluate the level and variety of experiences you have had in law enforcement.
  - A. Please list your duties, specifically, at each of the agencies you worked for, whether you were a fully commissioned officer, a limited commissioned officer or a reserve officer.
  - B. List the dates and how long you were in various assignments, for example; patrol, June 1990 through January 1993, 2½ years, burglary and larceny detective, January 1993 through January 1996, 3 years ...
- IV. Training, Relevant Experiences** – special training or experiences you may have gotten that would be relevant; volunteer firefighter, EMT, self defense classes, etc. Documentation will be required.

# COURT PROTECTION DEPUTY SELF SCREENING QUESTIONNAIRE

**Applicant Name:** \_\_\_\_\_

In order to apply for the King County Sheriff's Office, you must answer the following employment conditions and background questions. Circle your answers in the table on this page. Please answer carefully. All answers will be verified in the course of the required background investigation and polygraph examination. **Dishonest answers will be grounds for rejecting your application.** If you have questions regarding the meaning of any statement listed below, or you have committed illegal actions (whether or not you were caught) other than very minor violations, such as stealing a pencil from your employer or a candy bar as a child, seek clarification with our Background Investigator at (206) 296-4074 **before** you submit your application.

1. Are you now a United States citizen?	YES	NO
2. Can you read, write and speak the English language so as to be easily understood?	YES	NO
3. Will you agree to a criminal history background check as part of the initial application screening process?	YES	NO
4. Have you been convicted of a felony as an adult?	YES	NO
5. Have you bought, sold, possessed, transported or used marijuana within the last three years?	YES	NO
6. Have you bought, sold, possessed, transported or used any other controlled substance such as, cocaine, opiates, LSD, or other illegal non-prescription drugs within the last five years?	YES	NO
7. Have you ever committed any serious illegal acts (whether or not you were caught)? <i>Note: Misdemeanors committed after the age of 18 will be screened on an individual basis.</i>	YES	NO
8. Have you ever been terminated or have you resigned in lieu of being terminated from another law enforcement agency?		
9. Do you have now, or can you obtain a valid Washington State driver's license by the time of hire?	YES	NO
10. Do you exceed the 6-point driving violation limit for the most recent 36 months, when the King County Sheriff's Office driving standards are applied to your driving history?	YES	NO

## KING COUNTY SHERIFF'S OFFICE DRIVING STANDARDS

(For 36 months preceding the date of application)

<u>Violation</u>	<u>Points</u>	<u>Violation</u>	<u>Points</u>
Revocation of driver's license	8	Hit and run (unattended)	6
Denial of issuance of driver's license	8	Driving while driver's license suspended (DWLS)	4
Negligent homicide	8	Speeding in excess of the posted limit:	2
Driving while intoxicated (involving an accident)	8	0 – 14 over	3
Driving while intoxicated (no accident involved)	6	15 – 19 over	4
Reckless driving (involving an accident)	8	20 – 25 over	6
Reckless driving (no accident involved)	6	Over 25	
Negligent driving (involving an accident)	6	Convictions or forfeitures for other moving violations:	4
Negligent driving (no accident involved))	4	each violation involving an accident	2
Hit and run (attended)	8	each violation not involving an accident	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_